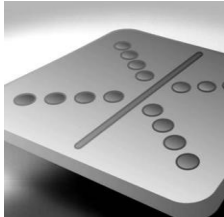




Software Deployment Risk Matrix



Customer

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DOCUMENT CONTROL

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Author(s) : Sukhpal Biran
Authorizer(s) : Dave Tarbuck
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DOCUMENT HISTORY

Date	Revision	Change
5 th February 2015	0.1	Initial release
6 th February 2015	1.0	Reviewed and published.

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Document Overview

This document has been created as a guide to help clients understand the “risk” of the deployment of a new software release.

The document will detail the main areas where enhancements have been made to the applications and the level of risk associated to deploying the new release

What is Risk?

Risk is defined as the possibility of suffering a loss. Risk in itself is not bad. Risk is essential to progress and failure is often a key part of learning. Managing risk is a key part of success.

When deploying a new software release, the risks can be broken down into different types

1. Risk to existing data integrity - will there be any impact on data currently held in the application?
2. Risk to new data integrity - will there be any impact on any new data uploaded into the application?
3. Risk to existing functionality - will there be an impact on how the existing functionality works?
4. Risk To User - will there be any changes to current working practices for the users

Levels of Risk

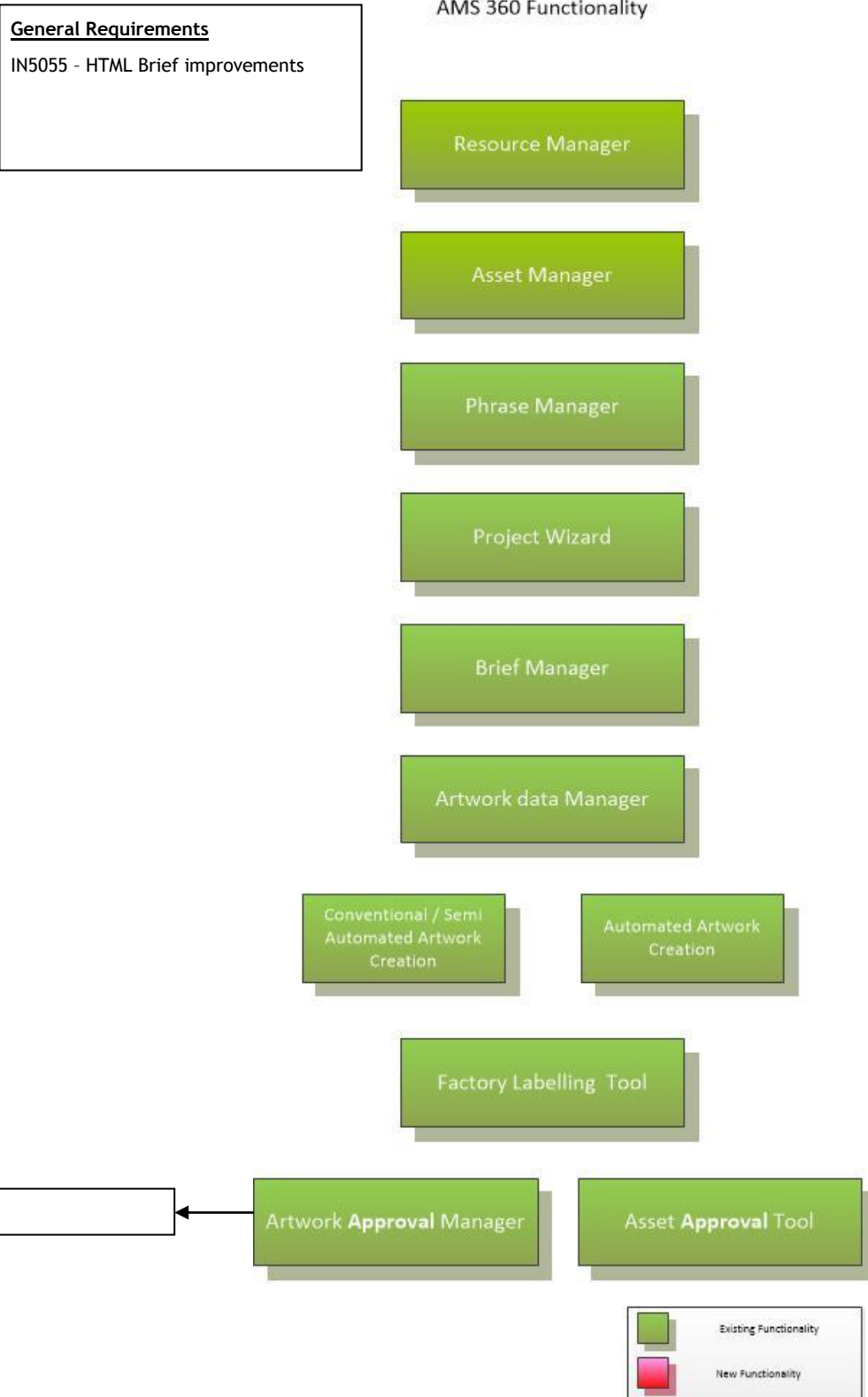
The purpose of the following table is to explain:-

1. How Kallik categorise the level of risk
2. What supplementary action would be required
3. What level of risk is associated to the release. This is shown in detail

Risk Categorisation

Indicator	Risk level	Description	Supplementary
○	None	No risk to release	No impact to user
●	Low	A low level of risk.	Risk addressed by <ul style="list-style-type: none"> • Issue of updated user documentation. • No change to current working practices
●	Medium	A medium level of risk	Risk addressed by <ul style="list-style-type: none"> • Issue of updated user documentation. • Client Education needed on new feature. • No change to current working practice
●	High	High level of risk to the release	Risk addressed by <ul style="list-style-type: none"> • Creation of new User documentation. • User training required before application can be used in production. • Changes required to current working practice

Annex 1 – Key Changes for Release 5.2.0476



Risk Assessment for Release 5.2.0476

Kallik Reference #	Test Case Reference #	Description	Linked to Functionality	Risk to existing Data Integrity	Risk to new Data Integrity	Risk to existing functionality	Risk To User	Contingency
IN5044	TC2515, TC2521.	It is now possible to configure the e-mail message used for the final artwork approval notification.	AAM	○	○	○	●	None required.
IN5055	TC1628, TC2510.	The project (HTML) Brief now shows contributors from the original routing and any subsequent re-routings.	General	○	○	○	●	None required.
IN5121	TC1871, TC1872, TC1873, TC2494.	The Inbox search filter has been improved by adding a delay between key presses before searches occur.	General	○	○	○	○	Bug Fix - No contingency required
IN5157	TC2478, TC2479, TC2480.	An issue was reported where during the approval routing in the Workflow Manager an error occurred stopping the completion of the approval task. This has been resolved	AAM	○	○	○	○	Bug Fix - No contingency required
IN5141	TC2030, TC2031, TC2032, TC1365, TC1367.	An issue where the Bulk Generate function where the file upload function did not work with browsers IE9 / IE10 has now been rectified.	FLT	○	○	○	○	Bug Fix - No contingency required
IN4886	TC2522, TC2523.	Improvement made so the image preview feature now present in the Workflow Manager batch screens.	AAM	○	○	○	○	Bug Fix - No contingency required
IN5167	TC2393, TC2394, TC2397, TC2398, TC2399, TC2400,	Update to the system so the Assets.zip file now includes an eps file(s) of barcodes which can be used in the	CAAC	○	○	○	○	Bug Fix - No contingency required

AMS Deployment Risk Matrix

	TC2417.	conventional artworks creation process.						
IN2435	TC2308, TC2309, TC2310, TC2311, TC1340.	An issue was detected where within certain use cases in the Grouped Approvals process (where single country and regional roles are involved) the access roles did not work as required. This has been resolved.	AAM	○	○	○	○	Bug Fix - No contingency required
IN5053	TC874, TC2505.	A change has been implemented so SKU numbers are now shown in brackets against each component code in the brief document.	PM	○	○	○	○	Bug Fix - No contingency required
IN5118	TC2506, TC2507, TC2508, TC2509.	An update has been made so it is now possible to copy and paste content from a word or excel spreadsheet into AMS and retain the formatting.	BM	○	○	○	○	Bug Fix - No contingency required